

**BIRMINGHAM AND SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**JOB DESCRIPTION**

**Job Title:** Named Nurse for Safeguarding Children and Young People

**Grade:** 8A

**Reporting to:** Head of Safeguarding

**Accountable to:** Executive Director of Nursing

**Location:** Uffculme/Northcroft – Team bases, some home working / visits across sites.

**Job Purpose:**

To enable BSMHFT and its staff to fulfil their statutory obligations and responsibilities under the Children's Act 1989 and 2004, and "Working Together to Safeguard Children" (HM Government 2023); and NICE guidance Domestic Violence and Abuse 2014.

Promoting the safeguarding and welfare of children, young people and adults with care and support needs who come into contact with Trust services, including establishing a 'Think Family' focussed approach where service users are parents/carers of children, young people.

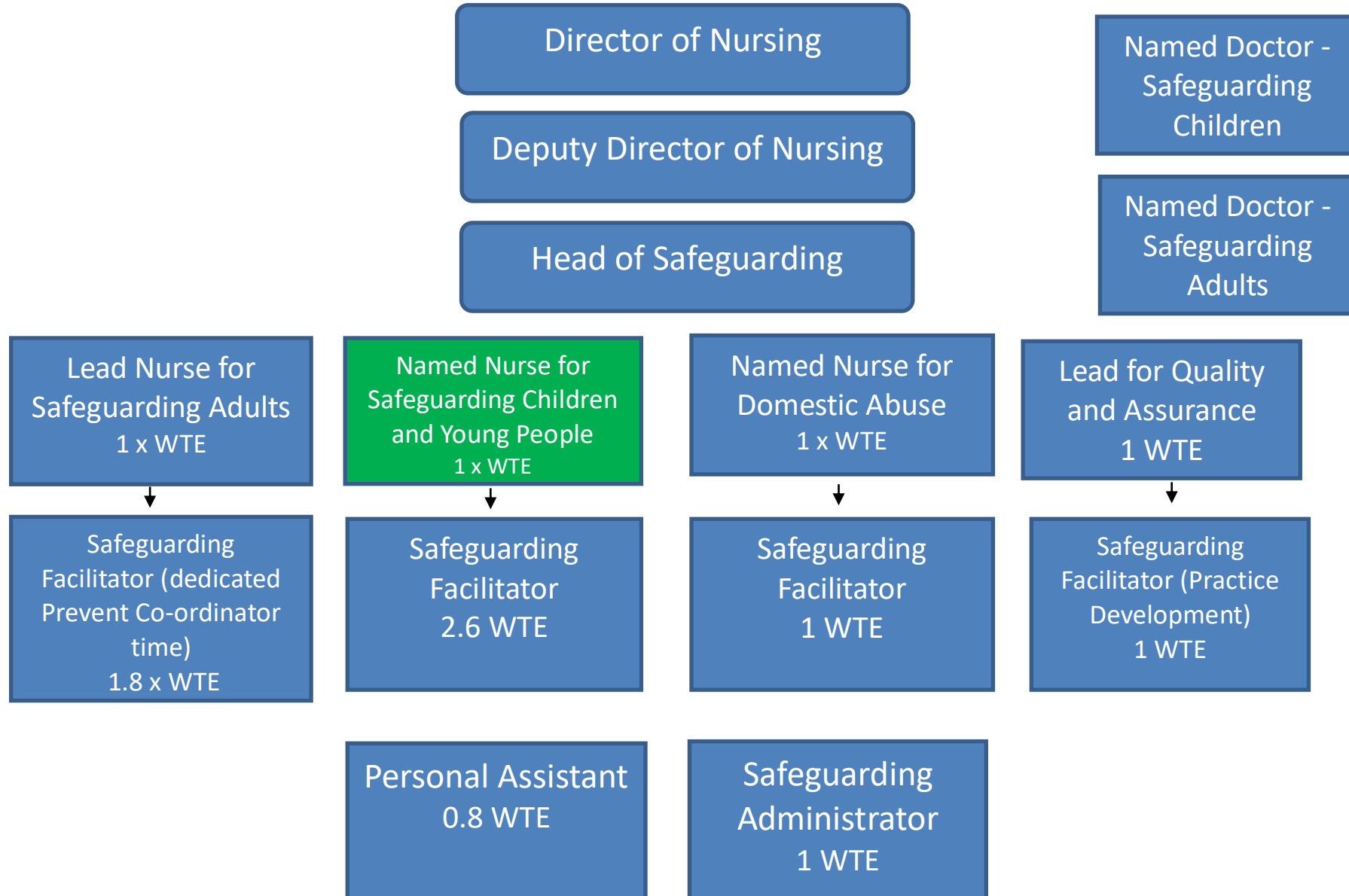
**Job Summary:**

- Working as the Named Nurse for Safeguarding Children and Young People as defined in Working Together 2023, as part of the interagency strategy for the safeguarding of children.
- Representing the Trust in multi-agency forums.
- Leading the development and implementation of the Safeguarding Children agenda and provision of service across the Trust, working closely with other services to achieve this.
- Providing the required assurance to Trust Board and external assessors, such as the Local Safeguarding Children Partnerships (LSCP's) regarding the safeguarding process within the Trust.
- Leading the implementation, maintenance, and further development of effective and efficient systems for the detection, prevention, surveillance, investigation and control of harm and abuse to children, with the support of the Head of

### Safeguarding.

- Leading the communication and co-ordination of any activity, including education and training that relates to Safeguarding of Children and Young People.
- Line Managing more junior team members associated with the safeguarding team.
- Deputise for the Head of Safeguarding and other Named Nurses when necessary.
- The Named Nurse for Safeguarding Children and Young People will participate in the Trust's On-Call rota.

## Safeguarding Team Organisational Chart



## **Key Communications and Working Relationships**

### **Internal:**

Executive Director of Nursing and Quality  
Deputy Director of Nursing and Quality  
Head of Safeguarding  
Trust Named Doctors and Named Nurses  
Patient Safety Team  
All Clinical Services delivered by BSMHFT  
Relevant corporate teams  
Safeguarding Management Board  
Trust Learning & Development Department

### **External:**

Birmingham & Solihull Safeguarding Children's Partnerships  
Birmingham and Solihull Safeguarding Adult Boards.  
Birmingham and Solihull Integrated Care Board (ICB)  
Board / Partnership Sub-Groups  
Local Health Network safeguarding professionals  
Birmingham City Council  
Birmingham Children's Trust (BCT)  
Solihull Metropolitan Borough Council

## **Principle Duties and Responsibilities**

### **1.0 Main Duties and Responsibilities**

#### **1.1 Clinical Responsibilities, Patient Contact**

- 1.1.1 To provide expert operational and strategic advice underpinned by specialist knowledge to the organisation on safeguarding children and to identify risk issues requiring remedial action.
- 1.1.2 To provide highly specialised advice to service managers regarding the implementation of Safeguarding Children policies and procedures across the Trust and participate in any relevant service initiatives.
- 1.1.3 To drive the Think Family agenda trust wide to ensure it is embedded into practice and to lead audit work to monitor effectiveness as required.
- 1.1.4 To provide supervision and advice to support the management of safeguarding children in highly complex clinical cases.
- 1.1.5 To ensure the provision of specialist safeguarding supervision as required to individual practitioners or groups of practitioners across the Trust.
- 1.1.6 To lead on partnership working with colleagues in local authorities and other safeguarding teams across the Integrated Care System (ICS) and cross border as appropriate.

- 1.1.7 To co-ordinate and plan complex safeguarding children activity for the Safeguarding Children workstream.
- 1.1.8 To provide expert safeguarding children advice to the Trust for estates projects and renovations on new and existing sites.
- 1.1.9 To lead and co-ordinate investigations into Safeguarding Children incidents and provide reports to the Board to improve clinical practice.
- 1.1.10 To provide professional nursing advice and nursing strategy guidance as required promoting the effective functioning and governance of safeguarding.

## **1.2 Administrative Responsibilities**

- 1.2.1 Is required to undertake administrative tasks in relation to own work.
- 1.2.2 Should be conversant with and adept at the use of software to record safeguarding information.
- 1.2.3 Should be proficient at writing reports such as for Child Safeguarding Practice Reviews.

## **1.3 Responsibility for Information Systems**

- 1.3.1 To ensure that detailed records are kept regarding safeguarding issues and supervision in line with the Trust record keeping policy.
- 1.3.2 The post holder will ensure all reports and documents; data collections and submissions performance monitoring and other records will be maintained, stored, and transported and submitted in an effective, accurate and timely format, to high standards and in compliance with all Information Governance requirements.
- 1.3.3 The post holder will provide and co-ordinate the management of agendas and reports for the Safeguarding Management Board to evidence compliance with the safeguarding children's improvement/work programme.

## **1.4 Responsibility for Planning/Organising & Strategic/Business Development**

- 1.4.1 The post holder will manage systems for monitoring and assurance of the compliance with the Children Act (1989. 2004)

## **1.5 Policy Development**

- 1.5.1 To lead the development, monitoring and review of the Safeguarding Children and Young People Policy, any other relevant policies along with the suite of specialist practice standards and assurance measures for use across the Trust in accordance with current legislation, guidance, and research.

## **1.6 Service Development, Project Management**

- 1.6.1 To provide expert safeguarding children advice to the trust in relation to the tendering or development of service level agreements for support services.

- 1.6.2 To develop and deliver safeguarding training packages to a wide range of professionals across the Trust, including bespoke training and the delivery of Level 3 safeguarding training.

## **1.7 Research and Audit**

- 1.7.1 To lead the development and implementation of surveys and audits as necessary to monitor safeguarding children including responding to and ensuring compliance to section 11 audit.
- 1.7.2 To initiate and implement research and development activity as required across the Trust in Safeguarding Children practice ensuring contemporary evidence-based practice and clinical excellence.
- 1.7.3 To ensure that a quality assurance framework is in place to assist with competency surveillance.

## **1.8 Staff Management, Training and Development, HR**

- 1.8.1 To participate in appraisal and management supervision systems as required within the Corporate Nursing and Governance teams.
- 1.8.2 To line manage team members within the Children's workstream.
- 1.8.3 Respond to enquiries regarding safeguarding issues relating to staff as part of the Position of Trust processes.
- 1.8.4 To be able to use the appropriate support systems within the Trust to deal constructively with any exposure to distressing information received within the team and offer support to junior colleagues where required.

## **2.0 Communication**

- 2.1.1 Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
- 2.1.2 To manage personal information, maintain records and production of reports as required.
- 2.1.3 To provide and receive highly complex, highly sensitive or highly contentious information orally, in writing or electronically.
- 2.1.4 To be able to use advanced communication skills of persuasion, motivation, negotiation, coaching, modelling, and other interventions as required.
- 2.1.5 To be able to overcome barriers to communication.
- 2.1.6 To be able to present highly complex specialist information to large groups of staff, to partner agencies or members of the public regarding safeguarding or lessons learned from serious case reviews.
- 2.1.7 To present assurance reports for Trust Board and external partners.
- 2.1.8 To promote promotional and educational materials as required.

2.1.9 To be able to present information using a variety of presentation methods.

2.1.10 To maintain detailed records of referred cases, actions, and outcomes.

### **3.0 Analysis and Judgement**

3.1 To be responsible for the interpretation and analysis of highly complex information such as national guidance and research to inform the organisation and support and promote excellence in practice.

3.2 To provide reports, including analysis relating to Child Safeguarding Practice Reviews (CSPRs) and other incidents relating to safeguarding children and young people.

### **4.0 Freedom to Act**

4.1 The post holder will be required to follow national political, health and social care strategy to produce evidence-based guidance, advice and direction in order to set goals, policy and standards to ensure the Trust meets its obligations under the Children Act 2004 as a 'duty to cooperate agency' and other relevant legislation in order to provide safe and effective services.

4.2 The post holder will be required to maintain a working knowledge in national and local professional nursing and governance agendas to support locality and corporate colleagues to promote safe and effective person-centred services and improve support for staff in high-risk complex cases.

### **5.0 Personal Responsibilities**

The post holder must:

5.1 Comply with the terms of the contract of employment, the Staff Compact and the Trust's Statement of Values and Behaviours.

5.2 Be aware of, comply with and keep up to date with all Trust Policies and Procedures and other communications relevant to the role.

5.3 Fully participate in management, clinical and professional supervision sessions relevant to the role, as required by the Trust.

5.4 Fully participate in annual appraisal reviews.

5.5 Maintain up to date knowledge and competency in the skills required to perform safely and effectively in the role. Undertake relevant training (including statutory and mandatory training) and be responsible for personal development agreed with the line manager and in line with the requirements of the AFC Knowledge and Skills Framework.

### **6.0 Professional**

6.1 To maintain NMC professional requirements ensuring own skills, knowledge and expertise in the safeguarding children, adult mental health/domestic abuse field are continuously updated and enhanced.

6.2 To participate in the broader strategic development of nursing within

the Trust as required by the Director of Nursing.

**7.0 Other Requirements**

- 7.1 The post holder may be required to undertake duties not specified in the job description, but which are commensurate with the role and/or band as required by service need.
- 7.2 The post holder may be required to work in locations other than those specified in the job description as required by service need.
- 7.3 The post holder may be required to work flexible hours as required by service need.
- 7.4 There may be a requirement to change the job description in light of developing service needs.



## **General**

### Confidentiality

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant trust policies are met in respect of information held on the Trust's computerised systems.

### Equal Opportunities

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, trust policies and guidance good practice and the NHS Executive's Planning & Priorities Guidance 1996/7.

### Conduct

It is expected that all employees will conduct themselves and represent the Trust in a responsible manner and comply with all policies and procedures.

### Risk Management and Health & Safety

The post-holder will ensure compliance with the Trust's Risk Management policies and procedures; these describe the Trust's commitment to risk management, the recognition that our aim is to protect patients, employees and visitors from harm, and stress that all employees have a responsibility to minimise risk. The post-holder will be required to observe local Health & Safety arrangements and take reasonable care of him/herself and the persons that may be affected by his/her work.

### Safeguarding

All members of employees have a duty to safeguard and promote the welfare of vulnerable adults, children and young people in all relevant areas of their work. This will include any timely attendance at relevant training events and compliance with the Safeguarding Procedures.

### Training, Education and Development

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying his or her own training and development needs to meet their KSF outline.

### Research and Development

Research and development is at the heart of providing effective treatment and high quality services, supporting a culture of evidence based practice and innovation amongst employees. All employees have a duty to be aware of and comply with their responsibilities for research governance, whether as researchers, as part of the team caring for those participating in research or as research participants themselves.

### Control of Infection

All employees whether clinical or non-clinical are required to comply with the Health and Social Care Act 2008: Code of Practice for health and adult social care on the prevention and control of infections and related guidance.

Therefore, the post-holder is expected to keep patients, visitors, themselves and other employees safe by continuously reducing the risk of healthcare associated

infections.

As a manager the post holder is required to ensure that infection control responsibilities are clearly identified, allocated and understood within your team and that appropriate resource, training and support is provided to ensure that they are compliant with Trust policies and procedures on Infection Control and Hygiene.

As a manager the post holder is required to ensure that employees are supported in attending the necessary training and on-going professional development to support their responsibilities and ensure full awareness of infection control and hygiene.

#### Governance Standards

Comply with the relevant Governance Standards applicable to the Trust as communicated to the post-holder from time to time.

#### Records Management

Maintain Trust and patient records (both paper and electronic) in accordance with Trust policies to facilitate clinical care and effective administration.

#### Freedom of Information

Provide advice and assistance to all persons who propose to make, or have made requests for information, and to ensure all requests for information are managed appropriately in accordance with Trust Freedom of Information procedures.

#### Standards of Professional and Business Conduct

The post-holder will be required to comply with the Trust's Standing Orders and Stranding Financial Instructions, and at all times deal honestly with the Trust, with colleagues and all those who have dealings with the Trust, including patients, relatives and suppliers. The post-holder will also be required to comply with the Code of Conduct for NHS Managers and/or the relevant professional Codes of Conduct.

#### Data Protection

Comply with Trust Policies and the Data Protection Act in all respects, with particular relevance to the protection and use of personal and patient information.

#### Security

Comply with Trust policies to ensure there is a safe and secure environment that protects patients, employees and visitors and their property, and the physical assets and the information of the organisation.

#### Smoking

The Trust operates a No Smoking Policy.

#### Mobility

This is a Trust Wide appointment and travel around the Trust may be required.

#### Flexibility

BSMHFT is currently working in a climate of great change within the NHS. It is therefore expected that all employees will develop flexible working practices both within the Trust on a cross-directorate basis, and across Trust's and other organisations to meet the challenges and opportunities of working within the new NHS, which could include taking on new and changing responsibilities, according to

the needs of the directorate.

This job description is a reflection of the current position and a summary of the key tasks and may change in light of the developing organisation and in consultation with the post holder. It is the practice of the Trust to regularly examine employees' job descriptions and to update them to ensure that they relate to the job being performed or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager and those working directly to him or her. You will therefore be expected to participate fully in such discussions and in connection with them and to help re-write your job description to bring it up to date if this is considered necessary or desirable. The aim is to reach agreement on reasonable changes, but if agreement is not possible the Trust reserves the right to insist on changes to your job description after consultation with you.

Work will be managed rather than supervised.

### Environment

BSMHFT is a major NHS Trust and we pride ourselves in the unique environment which exists for all employees. An environment where innovation is encouraged, hard work rewarded, and where our employees play an inclusive role in new developments.

### Health and Safety

Staff must ensure that they are familiar with the requirements of the Health and Safety at Work Act (1974), the Trust's Health & Safety policies/codes of practice or regulations applicable to the workplace.

Birmingham and Solihull Mental Health Foundation NHS Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust, we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.

### Sustainability

All staff are expected to support the Trust in meeting its Green objectives, being responsible and considerate with regards to all 'resources' used and acting to minimise waste (e.g. products purchased, miles travelled, or power used). The Trust is mandated to meet national carbon net zero targets and is being performance managed towards that achievement. Every member of staff wishing to work for BSMHFT is expected to contribute to a greener and more sustainable Trust.

*This job description is indicative only, and the post will continue to evolve as the Trust's priorities develop. It will therefore be revised in consultation with the post holder from time to time, and not less than annually. You may also be required to provide cover in other areas following appropriate discussion.*

## **Job Description Agreement**

|               |       |                  |
|---------------|-------|------------------|
| Budget Holder | ..... | <b>Signature</b> |
|               | ..... | <b>Name</b>      |
| Post Holder   | ..... | <b>Signature</b> |
|               | ..... | <b>Name</b>      |
| Date          | ..... |                  |

Birmingham and Solihull Mental Health NHS Foundation Trust is a major NHS Trust located conveniently to the centre of Birmingham, as a Trust, we pride ourselves on the unique environment, which exists, for all our staff.

An environment where innovation is encouraged, hard work rewarded and where our staff, play an inclusive role in new developments.

**BIRMINGHAM & SOLIHULL MENTAL HEALTH NHS FOUNDATION TRUST**

**PERSON SPECIFICATION**

|   |                                      |
|---|--------------------------------------|
| <b>Location:</b> Uffculme / Northcroft as base / some home working / visits across sites. | <b>Department:</b> Corporate Nursing |
| <b>Post Title:</b> Named Nurse for Safeguarding Children and Young People                 | <b>Band:</b> 8A                      |

| <b>Attributes</b>                    | <b>Essential</b>   | <b>Desirable</b>   | <b>How Identified</b>        |
|--------------------------------------|--|--|------------------------------|
| <b>Training &amp; Qualifications</b> | <ul style="list-style-type: none"> <li>• Current nurse registration.</li> <li>• Training and education in a health or social care related subject to degree level or equivalent.</li> <li>• Post registration training to master's level or equivalent experience in the specialist practice area.</li> <li>• Experiential or academic training in leadership and management.</li> <li>• Comprehensive training related to Safeguarding Children and Young People.</li> <li>• Training in safeguarding supervision.</li> </ul>   | <ul style="list-style-type: none"> <li>• Recordable qualification in teaching or equivalent experience.</li> <li>• Recognised post-registration certificate or post-graduate diploma in the specialist practice area.</li> <li>• Accredited qualification in leadership and/or management skills.</li> </ul>   | Application and Certificates |
| <b>Knowledge and Experience</b>      | <ul style="list-style-type: none"> <li>• Experience at working in a safeguarding role.</li> <li>• Be able to illustrate ability to manage committee work and operate at strategic level.</li> <li>• Be able to demonstrate significant experience as a senior nurse working in clinical practice.</li> <li>• Must have excellent knowledge about and experience in working within a mental health service and be able to demonstrate this.</li> <li>• Be able to demonstrate development of knowledge and skills in the specialist practice area through experiential learning.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience in working with children and young people.</li> <li>• Experience at working with parents effected by mental illness, substance misuse and domestic abuse.</li> <li>• First hand expertise of attendance at safeguarding meetings such as child protection conferences.</li> <li>• First hand experience of working with domestic abuse including attendance at MARAC.</li> <li>• Knowledge of Adult</li> </ul> | Application and interview    |

|               |  |  |                           |
|---------------|--|--|---------------------------|
|               | <ul style="list-style-type: none"> <li>• Be able to illustrate ability to work across organisations and agencies with examples from practice.</li> <li>• Have worked as a team leader and line manager.</li> <li>• Have developed and delivered a range of educational sessions and developed learning materials.</li> <li>• Be able to illustrate ability to work in consultative capacity with examples from practice.</li> <li>• Have demonstrable working experience of child safeguarding and a thorough knowledge of legislation.</li> <li>• To have knowledge and understanding of confidential information management.</li> <li>• To have an understanding of the purpose of strategic development.</li> <li>• To have knowledge and understanding of professional nursing and nursing strategy issues.</li> </ul> | safeguarding processes.  |                           |
| <b>Skills</b> | <ul style="list-style-type: none"> <li>• To be fully literate and able to communicate clearly complex information verbally, in legible writing and electronically in appropriate formats.</li> <li>• To be able to organise, plan and deliver complex activities and manage own workload and coordinate the workload of others.</li> <li>• To be able to follow procedures and protocols and effectively apply work systems.</li> <li>• To be able to operate at strategic level developing appropriate policies and systems.</li> <li>• To be able to analyse and interpret information and act as information resource to the</li> </ul>   | <ul style="list-style-type: none"> <li>• Recent experience of partnership/multi agency working.</li> <li>• Able to work autonomously.</li> <li>• Have a pragmatic solution focused approach to problem solving.</li> </ul> | Application and Interview |

|                           |  |  |           |
|---------------------------|--|--|-----------|
|                           | <p>Trust.</p> <ul style="list-style-type: none"> <li>• To be able to use managerial and supervisory interventions, giving constructive feedback and support.</li> <li>• To be able to provide advice on professional nursing and nursing strategy issues as required for the effective functioning of the Nursing Directorate.</li> <li>• Should be proficient at writing reports such as for Child Safeguarding Practice Reviews.</li> </ul>                                      |  |           |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>• Able to work in accordance with the Staff Compact and Trust Values and Behaviours.</li> <li>• Committed to continual quality and service improvement.</li> <li>• Committed to promoting a positive image of people with mental health conditions or learning disabilities.</li> <li>• Committed to promoting a positive image of Corporate Nursing.</li> <li>• Self-awareness and committed to continual personal development.</li> </ul> | <ul style="list-style-type: none"> <li>• Must be robust and able to manage personal feelings related to exposure to highly emotive and difficult safeguarding scenarios</li> </ul> | Interview |
| <b>Other</b>              | <ul style="list-style-type: none"> <li>• Ability to travel independently in accordance with Trust policies and service need.</li> </ul>  |  |           |